

INSTRUCTIONS FOR PREPARING APPLICATION FOR PROFESSIONAL LAND SURVEYOR-IN-TRAINING EXAMINATION

IMPORTANT: DO NOT FOLD APPLICATION! RETURN FLAT IN A 9x12 ENVELOPE

This application is for your permanent record with this board and must be completed in full. Please type or print legibly in ink when completing the application form.

All applications (new AND retakes) for the Fundamentals of Surveying (FS) examination must be received in the board office by September 15, January 15, March 15 and July 15 to be reviewed by the board. ***IF YOUR APPLICATION IS NOT IN OUR OFFICE BY THESE DATES, THEN YOUR APPLICATION WILL AUTOMATICALLY BE HELD FOR THE NEXT EXAM REVIEW.***

Each application must be accompanied by a fee of \$25.00.

Applicant must execute the affidavit on Page 5 of the application form. A current passport quality photo, approximately 1½" x 2¼" in size, must be attached to Page 1.

If applying to take the FS exam under Section iv (associates degree) or Section v (high school diploma or GED), you will need to complete the attached Experience Background section of the PLSIT application.

EXAMINATION:

The Fundamentals of Surveying (FS) exam, also known as the Professional Land Surveyor-in-Training (PLSIT) exam, has converted to a computer-based exam effective in January 1, 2014. Applications for this exam will be accepted, processed and presented for Board approval on a continuous basis. Following notice that the application appears to be complete, FS applicants should allow 90 days to receive notification of Board decisions on their applications. Visit <http://cbt.ncees.org/> for more information about this transition.

Applicants who have passed the NCEES Fundamentals of Land Surveying examination in another jurisdiction will not be required to be tested in Tennessee if the jurisdiction or the NCEES will provide verification to the board.

Please forward your completed application packet, along with a check or money order in the amount of \$25.00, made payable to the Tennessee State Board of Examiners for Land Surveyors, to:

Tennessee State Board of Examiners for Land Surveyors
500 James Robertson Parkway
Nashville, TN 37243-1146

If you have any further questions, please feel free to contact the board office at 615-741-3611 or by e-mail at donna.moulder@tn.gov.